



Preventing and Managing Sickness including outbreaks

Risk Assessment and Procedures

Date: September 2021 (updated SA 28/02/22)

Contents:

| Section | Key Area | Most recent amendment | Strategic oversight | Key staff involved |
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| 1 | School Provision | 28/02/2022 | JC/SA | ANH/SW/AT/SA/DB |
| 2 | Health and Safety | 28/02/2022 | JC/SA | ANH |
| 3 | Staffing | 28/02/2022 | JC/SA | NK and MA |
| 4 | Staged Response | 28/02/2022 | JC/SA | JC |

Risk Matrix

| Risk Score - Likelihood x Impact = level of risk | | Impact | | | |
|---|----------------------------|-------------------|-----------------------------------|--------------------------|--|
| | | Acceptable | Tolerable | Unacceptable | Intolerable |
| | | Little or no risk | Effects are felt but not critical | Serious impact on safety | Extreme impact that may result in disaster |
| Likelihood | Improbable with actions | Low | Moderate | Moderate | High |
| | Possible with actions | Low | Moderate | High | Extreme |
| | Probable even with actions | Moderate | High | High | Extreme |



Redwood Risk Assessment

Section 1: School Provision

| Specific Issue | | Actions including messages | | Who | Notes |
|--------------------------|---|----------------------------|------|------------------|-------|
| Redwood Provision | | | | | |
| SECTION 1 | | | | | |
| Specific issue | Actions to reduce risk (risk will be scored again in light of actions to reduce risk) | Who | Risk | Supporting notes | RAG |
| Adapted Onsite Provision | <ul style="list-style-type: none"> - We aim to provide the opportunity for all staff and students attending on-site provision at Redwood to take a LFT Covid-19 Test. Testing for staff and students is conducted at home and we strongly encourage, staff and students to test twice weekly - Reception/Admin – max 3 staff 'permanently stationed' in main office at one time - Staff encouraged to ventilate classrooms and teaching spaces through opening windows where possible to allow for the movement of air - Carbon Dioxide monitors distributed to classrooms to record and monitor the amount of oxygen in a room to ensure good ventilation. Staff advised on usage - The wearing of masks is 'personal choice', however, is still advised by Redwood and the Local Authority for staff and students in 'busy' confined communal areas such as corridors at the start and end of the day when volume of student movement is highest, in the Bistro and in non-ventilated indoor areas - Students continue to have the choice of wearing a mask at school as they come under the vulnerable / medical exception category though this is strongly recommended, they are also encouraged to wear a face 'shield' instead if this is preferred - For Intimate Care, feeding, changing and when working in close proximity within 1 meter of students (working up close and personal)PPE consisting of mask should be worn at all times | CJ JC SLT ML | | | |

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| | <ul style="list-style-type: none"> - Outside agencies are permitted to enter the building following their own establishments Risk Assessment. Visitors entering the building reduced. Parents attending 'open days' limited to 10 individuals entering the building (wearing masks). As an organisation we encourage any visitor to undertake an LFT test (negative) prior to entering the building. All visitors are pre-arranged and recorded on 'inventory' for potential track and tracing purposes - EHCP(Annual Reviews) are undertaken virtually unless a face to face meeting is requested which will be accommodated - Breaks and lunchtimes are communal when risk of Covid transmission is dramatically reduced – (KS3 / KS4) have a split lunchtime - Staff and students have allocated areas to assemble prior to coming back into the building - Hand sanitising stations will be located at each of the entrances back into school - SLT/MLT Duty points have been added to ensure traffic flow is managed, crowding doesn't occur and pinch points are effectively controlled - Hygiene gloves to be provided in 'bases' classrooms to be made available to staff (Students)if they feel they are required - Entrances managed by SLT/MLT to minimise flocking at start of the day (3 Entrances and Exits – EN/EX Bases to enter and exit via the Bistro, MSB via the main Pupil entrance. Parental 'drop off's' via reception | | | | |
| Redwood Offsite Provision | <ul style="list-style-type: none"> - Off-site provision to run in the same way as Redwood - Independent Travel Post Covid response protocols to be followed | CJ JC | | | |

Section 2: Health and Safety

| SECTION 2: Health and Safety (Including Safeguarding) | | | | | |
|---|--|--------------------|------|------------------|-----|
| Specific issue | Actions to reduce risk (risk will be scored again in light of actions to reduce risk) | Who | Risk | Supporting notes | RAG |
| Disposal of PPE | <ul style="list-style-type: none"> - Double bagged by staff in school, left in a labelled bin in changing rooms, designated classrooms and medical rooms. Collected at the end of the day by GFM staff, taken to quarantine room G14 for 72 hours, and then disposed of in general waste. | Staff GFM | | | |
| Suspected case at Redwood (staff or student reports symptoms) | <ul style="list-style-type: none"> - Keep the person isolated in allocated isolation space (dependent on zone) whilst arrangements are made to transport the person home – staff to follow the recommended PPE guidelines when within 1 metre of someone who is symptomatic. - Parents or staff member to be advised to take an LFT Test. If negative student or staff member to return 48 hours after illness on production of evidence of negative test result. - If positive staff and students with COVID-19 should not attend their education setting while they are infectious. They should take an LFD test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these tests results are negative, they should return to school, as long as they feel well enough to do so and do not have a temperature. Staff absence due to positive Covid Test will be factored into any potential HRA meeting by the Headteacher - Redwood to contact relevant agencies e.g. LA/Public Health England - GFM clean affected areas - Inform staff - Core reminders about hygiene - Contact parents – general information about sickness etc. - Toilet allocated for student/staff isolating in each zone. | HT GFM Staff | | | |

Section 3: Staffing

| SECTION 3: Staffing | | | | | |
|---------------------------|---|---------------------------------|------|------------------|-----|
| Specific issue | Actions to reduce risk (risk will be scored again in light of actions to reduce risk) | Who | Risk | Supporting notes | RAG |
| Staff Risk Assessments | <ul style="list-style-type: none"> - All staff with an underlying medical condition (where a RA was in place prior to Covid-19) to have their RA updated by SLT in conjunction with staff member before working onsite at Redwood. - Any other risk assessments to be completed as staff feel necessary/ as advised by medical professional - RA are reviewed every half term or more frequently as required. | HT DHT HR Admin | | | |
| Staff wellbeing | <ul style="list-style-type: none"> - Staff, stress, worries and concerns supported and managed through open consultation with SLT. - Where there are concerns around staff anxiety/stress individual RA will be undertaken by SLT to support staff and written in conjunction with staff member - Staff encouraged to contribute to risk management and voice concerns and worries within a supportive environment - Concerns taken seriously and managed by SLT. - Management of serious concerns and individual staff stress undertaken, recorded and monitored by the Headteacher - Staff have access to PAM Assist for independent and free support with counselling/advice at pamassist.co.uk - Whole school briefing to take place virtually where appropriate sent to staff every Monday morning <p>All meetings (such as directed time) will (wherever possible) offer a 'virtual offer' to reduce numbers and congestions in spaces and allow for staff to access meetings 'virtually'</p> | HT DHT SLT ML Staff | | | |
| Staff workload | <ul style="list-style-type: none"> - Normal practice and procedures apply | HT | | | |
| Unvaccinated staff member | <ul style="list-style-type: none"> - If an employee needs to self-quarantine (on the advice of NHS 111 a doctor or in contact with a positive safe) If they are, the person will be paid as | HT HR Admin SLT | | | |

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| | <p>normal and their absence will be deemed to be authorised paid leave.</p> <ul style="list-style-type: none"> - If the employee is not fit to work or in a post where home working is not possible, they will be treated as being on sick leave. They would need to follow the sickness procedure. This includes individuals who may be a carrier of COVID-19 but may not have symptoms. - The Government strongly suggests that employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self-isolate due to suspected COVID-19. - | Individual staff | | | |
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Section 4: Stage response to preventing and managing sickness

| Response Stage | Trigger | Key Actions | Who | Notes |
|---|--|---|-----------------------|-------|
| STAGE 1 – General (everyday hygiene and procedures) | None | <ul style="list-style-type: none"> • General reminders for hygiene • Effective handwashing facilities, soap, paper towels and waste disposal available • Follow usual absence periods for sickness • Ensuring cleaning resources are readily available for staff and students (paper towels, etc) | All staff | |
| STAGE 2 – Prevention | <p><u>Where an increased risk is present</u></p> <ul style="list-style-type: none"> • Increased absence rates of pupils or staff • Local increases in sickness e.g. flu, gastric, coronavirus • Public health alerts • Suspected cases of specific illness in school or within the community (e.g. Coronavirus / gastric) | <ul style="list-style-type: none"> • Increase hygiene procedure • Communication with key people including key information (staff, pupils and families, etc) • Specific hygiene lessons in class • Increased enforced use of handwashing before eating of food • Enforce 48hr after symptoms have stopped for all mild fever (below 37.8), sickness, diarrhoea etc. • If Covid 19 symptomatic (Temp above 37.8, persistent cough, loss of taste), if positive staff and students with Covid-19 should not attend their education setting while they are infectious. They should take an LFT test from 5 days after their symptoms started (or the day their test was taken if they did not have symptoms) followed by another one the next day. If both these test results are negative, they should return to school, as long as they feel well enough to do so and do not have a temperature • Consider the types of trips and events and make changes as necessary (e.g. those where lots of close contact / touch points) • Daily review of the situation <i>and make changes as necessary</i> | SLT Admin Staff | |

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|---|--|--|--------------------------------|--|
| <p>STAGE 3 – Mitigate/ Delay</p> | <p><u>Where a significant risk is present</u></p> <ul style="list-style-type: none"> • Direct case or increased likelihood of cases • Public health advice for restrictions | <ul style="list-style-type: none"> • Immediately follow early break out guidance (HT/DHT or SLT) <p>Review close contact situations:</p> <ul style="list-style-type: none"> • Assemblies/lining up for class and after break/lunch • School events, including trips • Visitors, speakers and contractors <p>Consider:</p> <ul style="list-style-type: none"> • Any screening measures e.g. use of a thermometer in school. • Increase time of exclusion from school for those with symptoms (beyond 48hrs) in line with latest Government/PHO guidance • Sending home any students with <u>any</u> symptoms • Additional Cleaning including deeper cleans • Social distance markings on the floor and classrooms and shared spaces | <p>SLT/ML</p> | |
| <p>STAGE 4 – Containment</p> | <p><u>Where specific and/or significant changes or restrictions need to be in place.</u></p> <ul style="list-style-type: none"> • High levels of sickness • High rates of absence • Significance of danger | <ul style="list-style-type: none"> • Collapsing the timetable and remaining in tutor groups • Part / full closures of site / classes • Enhanced deep cleans • Closure of lettings and building use • Reduction or exclusion of visitors and non-emergency contractors • Full school closure where deemed appropriate in conjunction with PHE / LA | <p>HT / Chair of Governors</p> | |